

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The **2020 Winter Procurement Education Partnership Seminar (PEP Seminar)** will be held **Thursday, January 9 from 9 AM - 4:00 PM**. This seminar is jointly hosted by the State of Utah Division of Purchasing, the National Association of State Purchasing Officials (NASPO), and the NIGP Utah Chapter.

The PEP seminar includes lunch for those who register and attend the full-day session. There is no cost to attendees for the seminar or the lunch. [In order to receive a Participation Certificate, you must sign out as you exit the training. If you cannot attend the entire day, you can obtain a certificate listing fewer hours.](#)

In Person Attendance

Click the link to register for [in person \(on-site\) attendance](#).

Registration closes January 2nd, or sooner if capacity is reached.

After you register, if you do not receive an email confirmation from Google, you are not registered. Please email Solomon Kingston (skingston@utah.gov) to determine the problem.

We ask that you only register if you are intent on attending. If your plans inadvertently change and cannot attend after you have registered, send an email to skingston@utah.gov so that your meal can be canceled. This will save the State the expense of your meal

At one week prior to the seminar, you will receive an event reminder. If you do not receive an email by January 2nd, your registration was not completed correctly and you are not registered.

Webinar Attendance

Click the link to register for [webinar attendance](#).

Webinar registration closes January 2nd.

The seminar sessions held in the Auditorium will be broadcast via webinar.

Breakout sessions held in other rooms may not be broadcast. We are still assessing our available technology for the breakout sessions. It is not known at this time which breakout sessions will be in the Auditorium.

Information for attending the webinar and an agenda will be sent out on January 3. The webinar will be hosted through Google Hangouts. As such, you will need Google Chrome installed on your computer to run Hangouts.

As this is required training for the Division of Purchasing, staff will be at the training and not monitoring email; it will be almost impossible to contact someone to troubleshoot on the day of the

CLASS TOPICS & SEMINAR LOCATION

Class Topic Summaries

Topic & Presenter	Description
Good Clients Attract Good Vendors: Who are you attracting? <hr/> <i>Jeff Sawyer, Simplar</i>	<p>"It will be this cheap!" "It will be this fast" ... "If you hire me!" Contracts are often won by those vendors willing to make the biggest promises, but the data shows that most promises are not being kept – over budget, delayed, and missed outcomes are the norm. Often, the people that make the promises are not the same people that will be working to keep the promises. See how the right client approach to solicitations/RFPs and awarding work can drive high-performance, true value-creating partnerships, and the end of finger-pointing. Being a good client will let you attract the best vendors.</p> <p><u>Learning Objectives:</u></p> <ul style="list-style-type: none"> - Why vendors need to make bad promises to win work - Understand how clients are in competition with each other to get the best people from the best vendor on their projects - What are the attributes of a "good client" - What a client's procurement group can do to help their organization be a better, and even good, client
Utah Correctional industries <hr/> <i>Maria Peterson, UCI Deputy Director</i>	<p>UCI is presenting on the products and services it offers to the State's Public Entities, as well as the State of Utah's required use laws for UCI. Will conclude with how UCI provides value to public entities and the public at large.</p>
Lessons Learned in Public Services <hr/> <i>Robert Baxter, Utah County</i>	<p>"Mission first" -- That is the mantra for Support Officers in the Central Intelligence Agency. What is your core mission? How can you better focus on that mission? This session will focus on some lessons learned by a CIA Finance Officer over a 25 year career.</p>
Break Out Sessions #1	
Building Effective Customer Service and Agency Relations <hr/> <i>Tim Hodges, Division of Purchasing</i>	<p>This interactive training will explore the challenges procurement professionals face when the relationship with state agencies are "problem centric" rather than "solution centric". In particular, the training will address these challenges by examining strategies and best practices to increase communication and transparency between the procurement office and state agencies.</p>
Knowledge Services IT2462 – General Overview (Part 1 – Basic) <hr/> <i>Justin Dalton, Division of Purchasing, Julie Garfias, Technology Services, & Mark Thomas, Knowledge Services</i>	<p>General overview on the IT2462 contract and how Knowledge services works in general. Data and graphs shown for time and money saved to the State by using their services. Explanation on how a MSP works, and how they are different than just going out for a general RFP.</p>
Small Purchases & Common Issues <hr/> <i>Michael Glenn, Division of Purchasing</i>	<p>Training will cover Small Purchases and the rules around them from the Division of Purchasing perspective. Examples will be used to help reinforce the limits that are involved and how to properly implement small purchases. It will also cover common errors/issues.</p>
Class Topic Summaries Continue on Next Page	

CLASS TOPICS & SEMINAR LOCATION

Class Topic Summaries (cont.)

Topic & Presenter	Description
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Break Out Sessions #2	
Approved Vendor Lists <hr/> <i>David Bundy, Division of Purchasing</i>	Approved Vendor List are the often forgotten solicitation method. In this session, we are going to talk about the Pros and Cons of using an AVL. We will talk about how to solicit an AVL, maintain the AVL, and Re-Open and Re-Certify the AVL. .
Knowledge Services IT2462 – Solution Demo (Part 2 – Advanced) <hr/> <i>Justin Dalton, Division of Purchasing, Julie Garfias, Technology Services, & Mark Thomas, Knowledge Services</i>	System "Demo" and where you would go and click to set up an new posting for a new project. This would be pre-registration so that its a course to "train" mangers on if they want to use the Knowledge Services contract, what process they need to follow for getting their "job posting" all correct and set up in the knowledge services platform where they post the new job postings for hire.
Spectacular Specs, Batman <hr/> <i>Blake Porter & Rick Straw, Division of Purchasing</i>	Come learn how to write the most spectacular specifications for your solicitations. Topics covered will include gathering information, keeping things clear, avoiding the old "that's how we've always done it" mentality, whether to use a SME, and promoting competition (just to name a few).
General Session	
Procurement Tools: Invitation for Bids <hr/> <i>Cherilyn Hess, Division of Purchasing</i>	A brief overview of everyone's favorite standard procurement process. Are you buying a good over \$50,000, where you need the lowest vendor? Then this is the option for you. We will review requirements in code and how to make items in U3P to get a clear bid from the vendors.
Procurement Tools: Bonding and Performance Bonds <hr/> <i>Chike Ogbuehi, Division of Purchasing</i>	In this presentation, we will be digging through the Utah Procurement Code to uncover why bonds are necessary in performance of certain contracts and the implications of failing to comply with a bond requirement.

Seminar Location

LOCATION: State Office Building; 1st Floor Auditorium
 450 North State Street, Salt Lake City, Utah
 DATE: Thursday, January 9, 2020
 TIME: 9 AM – 4:00 PM (Sign-In from 8:30-9:00 AM)

Click the Link for [directions and parking map](#).

Reasons to attend the January 2020 PEP Seminar:

1. Come learn about procurement practices by your colleagues in public procurement.
2. Lunch is complementary, for those who attend the full seminar.
3. Network with other public procurement professionals.

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING AND NATIONAL ASSOCIATION OF STATE PURCHASING OFFICIALS

Time	Topic
9:00 - 9:30	Welcome & Housekeeping
9:30 - 10:30	Good Clients Attract Good Vendors: Who are you attracting?
10:30 - 10:45	<i>Break</i>
10:45 - 11:15	Utah Correctional Industries
11:15 - 11:30	<i>Break</i>
11:30 - 12:15	Lessons Learned in Public Service
12:15 - 1:15	<i>Lunch in Hall of Governors</i>
Break Out Session 1 1:15 - 2:00	Building Effective Customer Service and Agency Relations
	Knowledge Services IT2462 – General Overview (Part 1 – Basic)
	Small Purchases & Common Issues Around Them
2:00 - 2:20	<i>Break - Move to Next Session</i>
Break Out Session 2 2:20 - 3:05	Approved Vendor Lists
	Knowledge Services IT2462 – Solution Demo (Part 2 – Advanced)
	Spectacular Specs, Batman
3:05 - 3:25	<i>Break</i>
3:25 - 3:40	Procurement Tools: Invitation for Bids
3:40 - 4:00	Procurement Tools: Bonding and Performance Bonds
4:00pm	<i>Wrap up, return badges, and pick up certificates</i>

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On Location Attendance Registration ▶▶▶ [On Location Registration Link](#)

Webinar Registration ▶▶▶ [Webinar Registration Link](#)